

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No: 05-18	Effective Date: 07/2005	Revision Date: 07-30-15
Subject: Law Enforcement Assistance		

I. Policy Statement

Division staff may contact a local law enforcement agency for assistance when needed to ensure the safety and security of juveniles in the care, custody, or control of the Division, as well as, the staff, volunteers, and visitors in Division facilities and programs. Staff may utilize law enforcement assistance for emergency situations or non-emergency situations within the guidelines of this policy and in accordance with facility/program operation manuals.

II. Rationale

Local law enforcement should be contacted and assistance requested as needed to maintain safety and security.

III. Definitions

- A. "Emergency situation" refers to an instance in which a juvenile, staff, volunteer, or visitor is in imminent danger or risk of personal injury. Emergency situations that may require law enforcement assistance include, but are not limited to a riot, a hostage situation, and/or a juvenile brandishing a weapon.
- B. "Non-emergency situation" refers to an instance in which law enforcement assistance is needed for an event which is not an emergency, including, but not limited to, serving a warrant/pick-up order, supervising a search in the community, and/or interviewing a juvenile regarding potential criminal charges.
- C. "Law Enforcement Assistance" refers to assistance provided to Division staff by personnel of a law enforcement agency during an emergency or non-emergency event in which Law Enforcement personnel are called to provide reinforcement or take control of a situation that is beyond the scope or training of Division staff.

IV. Procedures

A. Emergency Situation Law Enforcement Assistance

- 1. When staff believes an immediate emergency situation exists which presents an immediate threat (such as a riot, hostage situation, or loss of control that poses imminent danger), staff shall first contact and request immediate assistance from a local law enforcement, agency and then shall notify Division administration. If the threat is not immediate, staff shall first contact a supervisor and receive approval before calling law enforcement. Staff shall

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follow the further crisis response instructions which are located in the emergency response manual in each Division facility/program.

- 2 When law enforcement personnel are called to assist with an emergency situation, staff shall allow law enforcement personnel to take the lead in managing the emergency. Staff shall follow instructions and provide support when/if requested by law enforcement personnel.
- 3 Staff shall allow law enforcement personnel to bring their weapons and other equipment as needed, into the Division facility/program when responding to an emergency situation. This is applicable even to secure facilities where such weapons and equipment are ordinarily restricted.

B. Non-Emergency Situation Law Enforcement Assistance

1. Staff may request law enforcement assistance whenever there is reason to believe a situation has become dangerous or is likely to become dangerous.
2. Staff may call law enforcement personnel for the purpose of filing criminal charges against a juvenile, when there is reason to believe that the juvenile has been involved in unlawful activity in a Division facility or program. Requests for this type of law enforcement assistance shall be made only by staff who have been designated for such responsibilities, and such staff shall coordinate with a supervisor or APD for approval in each instance prior to calling for such law enforcement assistance.
 - a. Staff may request law enforcement assistance when searching a juvenile's room at the juvenile's home or in other community placement, for a juvenile who is in Division custody. Such a request shall be made by contacting the law enforcement agency's dispatcher and requesting that an officer meet the staff at the residence/ placement. Staff shall conduct such searches in accordance with Division Policy 05-02 Searches.
 - b. Staff may request law enforcement assistance to enforce a warrant (including a warrant for detention, also known as a pick-up order). Such a request shall be made by contacting the law enforcement agency's dispatcher. (See Policy 05-01 Warrants regarding types of warrants and procedures).

C. Documentation

Whenever law enforcement personnel assist Division staff in any emergency or non-emergency situation, staff shall complete an incident report in accordance with Division Policy 05-15.

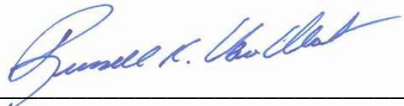
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V. Continuous Renewal

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.



Russell K. Van Vleet, Chair
Board of Juvenile Justice Services

07-30-15

Signature Date



Susan Burke, Director
Division of Juvenile Justice Services

07-30-15

Signature Date